

## Candidate Information Pack



# Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis  
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

# Our vision, values and priorities

## Our vision

To work together to provide high quality care to every patient, every day.

## Our priorities



### Quality

Continually improve safety and quality



### Patients

Put patients at the heart of everything we do



### People

Support and develop our workforce to live our values every day



### Partnership

Work effectively with partner organisations



### Money

Ensure we spend every penny wisely

## Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

## **General Information**

### **Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

### **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

### **General Data Protection Regulation 2018**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

### **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

## **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

## **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

### **Strategic Risk Management Committee.**

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding**

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

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## **JOB DESCRIPTION**

**Post Title:** Theatre Nurse / ODP

**Department:** Theatres –QEH site

**Responsible to:** Band 7

**Grade:** Band 5

**Hours:** 37.5 Hours per week

### **Job Summary:**

The post holder will be responsible for providing a high standard of evidence-based care to patients throughout their operative journey, within the guidelines of the Trust, the HCPC and the NMC.

The post holder will provide support and guidance to the theatre team within the clinical area, and will assist with the training and development of junior staff and students.

The post holder will take responsibility for running operating lists in conjunction with and in the absence of a Senior Theatre Practitioner.

### **Key Result Areas & Performance:**

#### **Care provision:**

- As a member of the team, participates in establishing a positive working environment in which patients receive a high standard of care delivery
- Personally deliver a high standard of care to patients and participate in assessing, planning and evaluation of individualised patient care
- Act as team leader where required and clinical role model at all times.
- Ensure that all patients are cared for in a safe environment and maintains the safety and well-being of patients, staff and visitors in line with Health and Safety guidelines
- Personally acts within and ensures adherence to all Trust and Departmental policies and procedures
- Participates in the care, custody and administration of medicines in accordance with Trust and local policy

- Assist in developing the department philosophy and framework of care in line with unit/organisational and beliefs/values
- Ensure the provision of advice, support and health information to patients and their carers in order to promote a health-based service.
- Ensure workload of colleagues does not jeopardise safe standards of practice and initiate action if necessary.
- Participate in the daily checking and maintenance of essential equipment
- Transports/manages people and/or items such as equipment or specimens safely and to time consistent with legislation, policies and procedures.
- Maintain accurate and legible records of all clinical and legal documentation to include accident / incident reporting, with regard to HCPC/NMC statutory and Trust policies.
- Ensures all aspects of clinical care including interventions and investigations are performed, assessed and reported upon in a timely fashion and in a manner consistent with legislation, policy and procedures.
- Liaise with all members of the multi-professional team to ensure that care is assessed, planned, delivered and evaluated within a multi-professional framework, in the interests of the patient, and that care is communicated to all team members.

### **Risk and Governance**

- Where necessary, assists in the investigation of the nursing aspect of complaints, accidents and clinical incidents and be involved with corrective action with the guidance of the Theatre & Recovery Co-ordinator and Senior Theatre Practitioners, reporting any serious or untoward incidents in line with Trust policy.
- Ensures all Trust/Directorate policies and procedures including EC Directives, Health and Safety at work, COSHH and Moving and Handling policies are adhered to.
- Ensures all equipment and supplies in the clinical area are maintained and checked to enable practitioners to deliver care efficiently and safely.

### **Research and development, education and training**

- Assists in providing and maintaining an environment conducive to learning and development to maximise the potential of staff.
- Assists in creating and maintaining, in conjunction with Senior Theatre Practitioners and the Theatre & Recovery Co-ordinator, systems which provide effective Clinical Supervision and Practice Supervision for all staff members to include learners allocated to the clinical area.



- Contributes to ensuring that staff in the clinical area are up-to-date with new developments, and able to access appropriate continuing education. Encourages the exchange of information, ideas and experiences.
- Takes responsibility for own professional development in conjunction with the Theatre & Recovery Co-ordinator and Practice Development Facilitator.
- Keeps up-to-date with current trends and developments in practice related to operating theatres
- Continually monitors and evaluates the standard of care delivered to patients through the use and facilitation of quality assurance tools in clinical areas.
- Is involved in clinical audit, taking action with support and guidance to improve any areas of weakness.
- Assists in facilitating and encouraging the setting of standards and development of guidelines and protocols, which ensure provision of a high quality, up-to-date, evidence based service.
- Participate in trials of new equipment and supplies. Where appropriate, participates in clinical research trials for patients within the clinical areas, liaising with relevant health care professionals.

### **Workforce**

- Works in close partnership and co-operation with the Senior Theatre Practitioners and Theatre & Recovery Co-ordinator, thus ensuring effective management of the clinical area.
- Assists in leading the theatre team where applicable.

### **Financial**

- Is aware of financial pressures within the NHS and actively contributes to the prudent use of equipment and the prevention of waste.

### **Partnerships**

#### **Communications and Relationships**

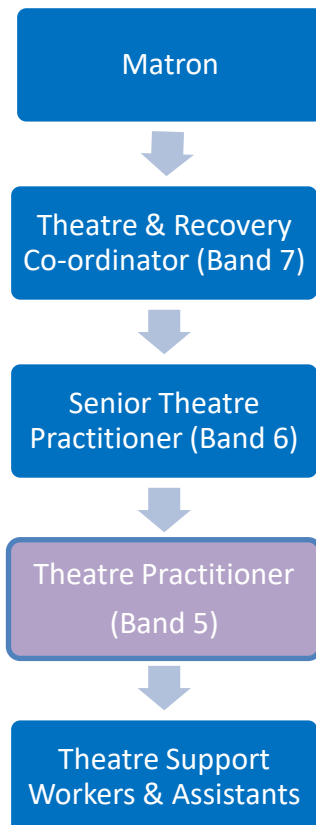
- Is expected to establish communication with Senior Theatre Practitioners and Theatre & Recovery Co-ordinator to assist in the resolution of any complex or sensitive situations.
- Is aware of the barriers to communication and is able to use understanding, tact and reassurance skills.

### **General**

- Represents the Division and clinical area both internally, within the Trust and externally. Attends relevant meetings and participates in discussions relating to the improvement of the service.

- Accesses effective clinical supervision to allow personal reflection on own practice and development of staff both personally and professionally.
- Ensures current HCPC/NMC registration at all times.
- Ensures complete and accurate recording of relevant patient/nursing data on to the computer
- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- Accept responsibility of working flexible hours and rotating between theatres
- To act professionally at all times in such a manner as to justify public trust and confidence, uphold and enhance the good standing and reputation of the profession, service the interest of society and safeguard the interests of individual patients

### Structure Chart



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### **Safeguarding Children**

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

### **Valuing Diversity**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

### **No smoking policy**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

### **Waste disposal**

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy.

### **Role Model the NHS Values**

**Respect and dignity.** We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

**Commitment to quality of care.** We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

**Compassion.** We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

**Improving lives.** We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it - in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

**Working together for patients.** We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

**Everyone counts.** We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken - and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

<b>Occupational Health</b>	<b>Does this post require EPP clearance?</b>	<b>Yes/No</b>
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**Post Holder's name/s:** .....

**Post Holders' Signature/s:** .....**Date:** .....

**Manager's Name:** .....

**Manager's Signature:** .....**Date:** .....